

**THIS GUIDE IS PREPARED TO ASSIST ORGANISERS, ASNS, STEWARDS, OFFICIALS, MEDICAL DELEGATES, CHIEF MEDICAL OFFICERS, VOLUNTEERS AND ANY OTHER PERSON OR BODY REQUIRING INFORMATION ON THE ORGANISATION OF DOPING TESTS AT FIA INTERNATIONAL EVENTS.**

### KEY FIGURES:

#### Chairman of Stewards

- Verify Doping Control Station
- Ensure Chaperone appointment and training
- Provide Chaperones with authorisation to assist
- Identification of Target Tests

#### Doping Control Officer

- Conducts and is responsible for the doping control procedure
- Selects Athletes to Test
- Chairman of Stewards informs DCO of Target Tests
- Chairman of Stewards is FIA contact person for the DCO

#### CMO and/or Med Del

- The Chief Medical Officer and/or Medical Delegate should assist the Chairman of the Stewards, where possible
- At World Championship events the CMO will appoint and train the Chaperones

#### Organiser and/or ASN

- Provides suitable Doping Control Station
- Ensures accreditation is available for the DCO and Chaperones, if required

## 1. RESPONSIBILITIES

### ASN and Organising Committee

The ASN and/or Organising Committee are responsible for ensuring that a suitable Doping Control Station, as described in the Regulations, is provided for each FIA International Event. It should be remembered that the Doping Control Officer (hereinafter DCO) will require any necessary accreditation to access the Stewards, Chaperones, Athletes and Doping Control Station. Sealed bottled water should be available in the Doping Control Station.

### Chairman of the Stewards

The Chairman of the Stewards is responsible for ensuring that the FIA Regulations are enforced during a competition. This includes verifying the suitable provision of the Doping Control Station, provided by the Organising Committee/ASN and confirming the appointment and training of suitable Chaperones (please refer to the *FIA Chaperone Training Document*).

The Chairman of the Stewards is the FIA representative on-site for the DCO and will therefore be contacted by him/ her on arrival. Any information and/or intelligence may be used by the Chairman of the Stewards to identify Athletes to **Target Test**, as defined in Appendix A. In case the Chairman of the Stewards decides to **Target Test**, the selection of the/these Athlete/s should be communicated to the DCO.

### Chief Medical Officer (hereinafter CMO) and/or FIA Medical Delegate

At World Championship competitions, the CMO and/or the FIA Medical Delegate will assist the Chairman of the Stewards in his/her tasks related to Anti-Doping procedures, specifically in the selection and training of Chaperones. For other FIA competitions, the CMO will assist the Chairman of the Stewards, where possible, in his/her tasks related to Anti-Doping procedures. This may include ensuring that Doping Control Station has been provided and the allocation of Chaperones (including their training).

### Accreditation – Doping Control Officer and Chaperones

Depending on the accreditation and security systems in place at specific competitions, it may be necessary to provide the DCO and Chaperones with passes that enable access to the Athletes, the Doping Control Station, Race Control and other areas as appropriate. The Organiser and Chairman of the Stewards should coordinate to ensure that this is available from the beginning of the competition.

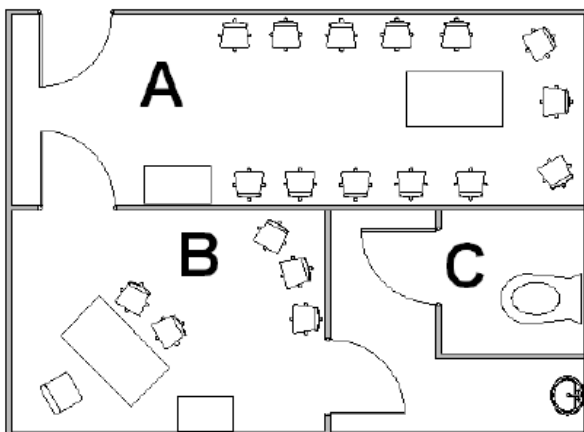
### Key Roles:

*The left-hand column summarises areas of responsibilities and interactions between the Stewards, the DCO, the CMO and (when present) the FIA Medical Delegate.*

## 2. PROCEDURES ON SITE

The following flow chart and its key concisely summarise the timing of procedures and responsibilities during competitions:

1. Chairman of Stewards ensures Chaperone appointment and training before start of competition
2. On arrival at competition, the Chairman of Stewards ensures provision of Doping Control Station
3. Doping Control Officer (DCO) arrives on-site and contacts the Steward: Accreditation required
4. Steward coordinates meeting with DCO, Chaperones (pre-appointed & pre-trained) & CMO
5. Steward advises DCO of any Target Testing required & provides DCO with entry list
6. When Random testing to take place, DCO selects Athlete/s
7. Testing Procedure starts when the Athlete is identified
8. Chaperone Notifies the Athlete; which includes providing the Athlete with his/her Rights & Responsibilities
9. Notification must be signed by the Athlete; an identification document is required by Athlete
10. Athlete is continuously chaperoned by Chaperone to DCS
11. DCO conducts Sample Collection and completes the Doping Control Form
12. Athlete signs the Doping Control Form to conclude test
13. DCO / NADO send samples to WADA Laboratory, using Chain of Custody Form
14. Steward to include Chaperone document signed in their report to the FIA



- A. Represents the Waiting Room
- B. Represents the Control Area
- C. Represents the toilet



*This document is intended as Guidance and has no regulatory value.*

## Chaperones

It is the responsibility of the Chairman of the Stewards to ensure that suitable Chaperones have been appointed prior to the start of each FIA event; the Notification and Chaperoning of Athletes is integral to the Doping Control procedure.

At FIA World Championship events the CMO will appoint and train the Chaperones.

Please refer to the *FIA Chaperone Training Document* outlining the required qualities of a Chaperone and their areas of responsibilities. Each Chaperone must duly complete and sign the *Chaperone Code of Conduct and Authorisation of Act as a Chaperone* with the Chairman of the Stewards.

## Doping Control Station

Whilst it remains the responsibility of the Organising Committee/ASN to provide a suitable Doping Control Station (*Appendix A and Appendix H*), the Chairman of Stewards must ensure that the necessary provisions have been provided before the competition commences. Where the Doping Control Station is not fit for purpose, this must be rectified with the Organising Committee/ASN prior to the start of the competition.

## No Advance Notice Testing

In accordance with the concept of *No Advanced Notice Testing*, only those people integral to the effective and efficient organisation of doping tests will be provided notice in advance. It is essential that the Drivers, Co-Drivers, Competitors and Support Personnel are not alerted to the possibility that doping tests will

be conducted. It is a breach of the rules to provide advanced notice of a doping control.

## Notification of Athletes and Reporting to the Doping Control Station

Chaperones are tasked with the role of notifying Athletes and ensuring that they are aware of their *Rights and Responsibilities* about the Doping Control Procedure, which commences when the Athlete is notified. Athletes will require photo identification during the Doping Control Procedure.

Once notified Athletes should report immediately to the Doping Control Station, except when there is a valid reason for a delay. Such delays are permitted for the following reasons:

- A. participation in a prize-giving ceremony;
- B. fulfilment of media commitments (limited to one hour);
- C. obtaining photo identification;
- D. obtaining necessary medical examination and/or treatment;
- E. locating a representative and/or interpreter;
- F. being summoned by the Stewards; or
- G. any other reasonable circumstances as determined by the DCO, taking into account any instructions of the FIA.

Following notification athletes must stay within the sight of a Chaperone, or DCO, until the Doping Control Procedure is finalised.

**Note:** At the discretion of the Chairman of the Stewards, the Notification procedure may be delayed at some competitions for practical reasons.

# 3. ORGANISATION AND RESULTS MANAGEMENT

## Doping Test Organisation

The FIA is responsible for initiating and directing testing at competitions registered on the FIA International Calendar. To this end the FIA frequently delegates its testing to a National Anti-Doping Organisation (NADO), a government funded organisation, who is a signatory to the WADA Code.

In addition to the FIA, WADA and ASNs (in accordance with *Appendix A*) have testing authority of FIA Athletes. ASNs are invited to conduct testing at international events, in addition to the testing organised by the FIA. If an ASN wishes to organise doping tests during an international event, they should contact the FIA Medical Department using the following email address: [testing@fia.com](mailto:testing@fia.com)

## Results Management

Event results management should be finalised, regardless as to whether Doping Tests have taken place.

For negative doping tests results, no further action will be taken and the FIA will file results internally.

Positive doping test results will be managed by the FIA and decisions rendered by the FIA Anti-Doping Disciplinary Committee\*. Details of Drivers, Co-Drivers and/or Support Personnel undergoing Anti-Doping Rule Violation (ADRV) disciplinary procedures, as well as those Drivers, Co-Drivers and/ Support Personnel currently provisionally suspended, or suspended, as a result of an ADRV, will be published on the FIA Anti-Doping webpage\*. Please note that the time for the ADC to reach a judgement may take several months.

\* *Information on the ADC and its Decisions can be found at [www.fia.com/anti-doping-disciplinary-committee](http://www.fia.com/anti-doping-disciplinary-committee).*

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## 4. ANTI-DOPING EDUCATION

The FIA is faced with a high percentage of Anti-Doping Rule Violations which seem to be related to ignorance and/or disregard of the Anti-Doping Regulations (**Appendix A**). To this end, the FIA promotes the dissemination of information and its education tools to those involved in Motorsport, specifically to improve the understanding of all involved: Drivers, Co-Drivers, Competitors, Support Personnel and Officials.

The FIA Race True E-learning course is available free online to everyone. The purpose of the Race True E-Learning is to provide Athletes, Support Personnel, Officials and anyone interested in Motorsport with the essential information about anti-doping. We invite you and others involved to participate by following this link: <https://racetrue.fia.com>

## 5. CONTACT

### **FIA Medical Department**

If you have any questions or would like to provide your feedback on the FIA Race True Anti-Doping Campaign, please kindly contact us via email at: [testing@fia.com](mailto:testing@fia.com).

## KEY REGULATORY CONSIDERATIONS

### **Appendix A to the FIA International Sporting Code, 1 January 2016**

5.8.10 At International Events, the ASN and/or the Organising Committee must ensure that a Doping Control Station, with the following minimum requirements, is set up:

- one (1) private room ("Doping Control Station") dedicated exclusively for use by the DCO and Doping Control Personnel with one (1) table and two (2) chairs; and
- a waiting room or corridor with a suitable number of chairs; and
- one (1) private and clean bathroom/toilet, adjacent or as near as possible to the Doping Control Station and waiting area.

5.8.11 The contact person on site for the DCO is the Chairman of the Stewards.

A suitable number of Chaperones will be provided by the Chairman of the Stewards.

### **Supplement A to Appendix A – Definitions**

#### **Target Testing**

Selection of specific Athletes for Testing based on criteria set forth in the International Standard for Testing and Investigations.

### **Appendix H to the FIA International Sporting Code, 1 January 2016**

#### **Constructing a permanent or temporary medical centre**

The design is free, provided that it is above all functional and that it includes the essential points indicated below.

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The medical centre must also contain:

...

- An area set aside for doping controls. It must contain at least one room intended for the control and independent toilet facilities at the time of the control. Right from the very start of the competition, access to this area must be clearly indicated in English and a sufficient stock of sealed bottles of water must be stored there. These provisions also apply when the area reserved for the doping control is not located within the Medical Centre. A dispensation to position the area reserved for the doping control outside the medical centre may be granted by the Medical Commission and Circuits Commission only if the premises proposed are easily accessible for the people to be controlled.